

VACANCY ANNOUNCEMENT

FEDERAL MEDIATION AND CONCILIATION SERVICE
UNITED STATES GOVERNMENT
WASHINGTON, D.C. 20427

AN EQUAL OPPORTUNITY EMPLOYER

Vacancy Announcement: FMCS 05-04 **Opens:** 05/10/05 **Closes:** 05/26/05

Position: Director of ADR/International Affairs and the FMCS Institute,
GS-241-15

Location: Office of the Director or Designee
Washington, DC

Area of Consideration: Nationwide
US Citizenship Required – Applicant may be
reimbursed for relocation expenses.

Duties and Responsibilities of Position: The incumbent will direct a team of mediators who specialize in Alternative Dispute Resolution and International Programs, and manage the Institute for Conflict Management (FMCS Institute) in the Federal and public sectors (state and local levels).

The incumbent will develop and assist in the implementation of a strategic plan for ADR opportunities in the Federal and public sectors, and internationally; expand the agency's participation in Federal and public sector/international dispute resolution and ADR training; develop and manage national contracts for mediation of Federal and public sector employment disputes; manage all aspects of the FMCS Institute, including course design and curriculum; provide managerial direction to a staff consisting of professional and support staff; and perform other related duties.

Minimum Qualification Requirements: Successful experience in the field of mediation and dispute resolution as both a practitioner and trainer at the GS-14 (or equivalent) level.

Knowledge, Skills, and Abilities:

Each candidate will be evaluated against the following factors to determine those individuals that are best qualified for this position.

1. Knowledge of the principles and practices in employment and labor relations.
2. Ability to coordinate diplomatically complex international and domestic projects with multiple high-level government and non-governmental officials.
3. Ability to negotiate contracts for services and develop funding sources with high-level government officials both domestically and internationally.
4. Ability to develop and deliver presentations to national and international groups focusing on a variety of topics.
5. Skill and expertise in the management of professional and support staff.
6. Demonstrated ability to develop and coordinate the development of curricula for presentations to diverse groups of labor, management, and ADR professionals.

How to Apply:

Applicants may submit a Standard Form-171 or the Optional Form 612. A resume or other written format will be accepted provided it includes the following information: description of duties and responsibilities for work experience related to this position along with job title, dates in position, etc. The OF-612 may be used as a supplement for any written format. A narrative statement describing relevant experience and training for each of the knowledge, skills, and abilities is desirable so that applicants may be given proper credit for experience.

All documents may either be mailed or faxed (202-606-4216) to the Human Resources Office and must be received by the closing date, 05/26/05.
